

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION  
Job Description: Instructional Assistant**

<b>JOB TITLE:</b> Instructional Assistant	<b>LOCATION:</b> Bowling Green Elementary School
<b>IMMEDIATE SUPERVISOR:</b> Principal	<b>WORK SCHEDULE:</b> 10 month <b>PAY GRADE:</b> 208 or 209 (Bachelor's degree)
<b>SPECIAL REQUIREMENTS:</b> None	<b>FLSA STATUS:</b> non-exempt
<b>EDUCATION/EXPERIENCE:</b> Have any combination of education and experience equivalent to a high school diploma. Demonstrate ability to work cooperatively with students, teachers, parents, and all stakeholders. Preferred: Previous experience working with groups of children.	

**JOB GOAL:** To work with the teacher, principal, and colleagues in the implementation of the specified curriculum, student services, and other tasks that provide the support necessary to instruct children in activities designed to promote social and emotional, physical and intellectual growth needed by performing the specified responsibilities and duties under the direction of a licensed teacher.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to accomplish each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PERFORMANCE RESPONSIBILITIES:** *Other duties may be assigned. Essential duties must be performed on site.*

1. Reports to work as scheduled on a regular and reliable basis
2. Provides responsible administrative, clerical, and human support in assisting the classroom teacher in the management and instruction of students including those with special needs
3. Performs related tasks as required and directed
4. All work is performed under the direction and supervision of the classroom teacher, however, the assistant may independently carry out particular aspects of the instructional program
5. Assists in organizing student's supplies and materials
6. Ensures everything is in its proper place and is readily accessible
7. Maintains a clean and orderly classroom by helping students in cleaning up materials after instructional activities and making sure that there is no potential hazard present in the classroom

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.